

~~SECRET~~

15 AUG 1965


Office of Registrar, OTR

25X1A9a

Chief, Records Administration Staff/DDS

Training Programs completed by Agency Records Administration
Officers

1. Attached is a list of persons who have been designated by their organizations to be responsible for Records Administration Programs in their respective components. It will be appreciated if you can furnish me with information showing Workshops, Courses or other types of training in the general field of Records Management completed by the persons shown on the attached list.

2. I am particularly interested in seeing whether these people have completed such training programs as Workshops and Seminars at GSA, Courses completed at American University or any other college or university and special training in ADP, EDP, or Computers.

3. This information has been requested by the Office of Inspector General which is in the process of making a functional inspection of the Agency Records Administration Program.

4. Your cooperation in furnishing this information is appreciated.



25X1A9a

Attachment

16. [unclear]

C 461 963

DDS/RAS/[redacted]:fms (5 August 1965)

25X1A9a

~~SECRET~~